

## Case Initiation Existing Juvenile File and Case

Additional cases (petitions) for a juvenile/case type are entered much the same way as the initial case.

To begin entry of another case, enter CSI (Case Initiation) at any **Next** line and press **<ENTER>**.

The screenshot shows a software window titled 'B' with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main display area contains the following text:

```

MITTSJ37  UCC3DFK                               Rel Jan03  Calhoun-JISP13DB01:P13PCSD06
                                                6/23/03

MAIN MENU
Next: CSI  Case: _____  Court: E 37  13
CMM - Case Management Menu
  
```

The Case Initiation screen will be returned for processing.

The screenshot shows the same software window with updated case information:

```

MITTSJ37  UCIJPVK                               Rel Jan03  Calhoun-JISP13DB01:P13PCSD06
Case Initiation                               6/16/03

Court: E 37  13  FAMILY DIVISION-37TH CIRCUIT
Case: 2003  _____  CTN Nbr: _____
Type: _____
  
```

Enter the juvenile's file year and number.

The screenshot shows the same software window with the case number and type entered. Two arrows point from the text 'Enter the juvenile's file year and number.' to the 'Case' field and the 'Type' field.

```

MITTSJ37  UCIJPVK                               Rel Jan03  Calhoun-JISP13DB01:P13PCSD06
Case Initiation                               6/16/03

Court: E 37  13  FAMILY DIVISION-37TH CIRCUIT
Case: 2003  0000000535  CTN Nbr: _____
Type: DL
  
```

And the case type

Press **<ENTER>** and the **Edit Criminal/Juvenile Case** screen will be returned.

## Edit Criminal/Juvenile Case

MITTSJ37 UCH5E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Criminal/Juvenile Case 6/16/03

Case: 2003 0300053502 DL 0  
Jurist: \_\_\_\_\_ Filed Date: 6/16/2003  
Disposed: \_\_\_\_\_ Reopened: \_\_\_\_\_ Closed: \_\_\_\_\_  
Prosecutor: \_\_\_\_\_ CTN: \_\_\_\_\_  
Police Incident Nbr: \_\_\_\_\_  
Complaint/Issue Date: \_\_\_\_\_  
Arraignment Date: \_\_\_\_\_  
Habitual: \_\_\_\_\_ Caseload Omit: \_\_\_\_\_  
Lower Court: \_\_\_\_\_ X-Reference: \_\_\_\_\_  
Public: P  
Microfilm No: \_\_\_\_\_ Prison Case: N Jury Demand: \_\_\_\_\_

Vehicle Information:  
Type: \_\_\_\_\_ Yr/VPN: \_\_\_\_\_ VIN: \_\_\_\_\_ Make: \_\_\_\_\_ Repeat Ofnd: \_\_\_\_\_  
Officer/Agency: \_\_\_\_\_  
Officer/Agency: \_\_\_\_\_

F3=Exit F10=Name F13=Cmnds F16=Calc F11=Transfer Nbr/Typ

Connected to remote server/host O5MLANS using port 23 \\SCAO\1N65QLS on Ne03:

Enter all information as it applies to this case.

MITTSJ37 UCH5E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Criminal/Juvenile Case 6/16/03

Case: 2003 0300053502 DL 0  
Jurist: J 27878 REED, GARY K. Filed Date: 4/15/2003  
Disposed: \_\_\_\_\_ Reopened: \_\_\_\_\_ Closed: \_\_\_\_\_  
Prosecutor: \_\_\_\_\_ CTN: \_\_\_\_\_  
Police Incident Nbr: 6578-03 Incarceration Date: \_\_\_\_\_  
Complaint/Issue Date: \_\_\_\_\_ Location: 3 Battle Creek  
Arraignment Date: \_\_\_\_\_ Preliminary Date: \_\_\_\_\_  
Habitual: \_\_\_\_\_ Caseload Omit: \_\_\_\_\_  
Lower Court: \_\_\_\_\_ X-Reference: \_\_\_\_\_  
Public: P  
Microfilm No: \_\_\_\_\_ Prison Case: N Jury Demand: \_\_\_\_\_

Vehicle Information:  
Type: \_\_\_\_\_ Yr/VPN: \_\_\_\_\_ VIN: \_\_\_\_\_ Make: \_\_\_\_\_ Repeat Ofnd: \_\_\_\_\_  
Officer/Agency: BCCP BCCP Battle Creek City Poli  
Officer/Agency: \_\_\_\_\_

F3=Exit F10=Name F13=Cmnds F16=Calc F11=Transfer Nbr/Typ

When you have completed the entry of all case information press **<ENTER>** and the **Select JUVENILE** screen will be returned.

## Data Entry for Select Juvenile Screen

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCF1DFK Select Party Name

Type options, press Enter.  
1=Select 2=Change 5=Display C=Cases

Name: RODMAN, R

Name	Gender	DOB	SSN
RODMAN, RANDY, WAYNE	M	5/23/1989	
RODMAN, SARAH, SUZANNE,	F	8/01/1957	
RODNEY, RARICK			
RODOCKER, GARY,			
RODOCKER, GARY,			
RODRIGUEZ, ROSARIO,			
RODRIGUEZ, ARTEMIO,	M	8/13/1984	+

F3=Exit F6=Create

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start No... A Qu... Wo... South 12:56 PM

### Step #1

Search for the juvenile's name by entering LASTNAME/FIRSTINITIAL and press **<ENTER>**. The name is already on the Name Index.

### Step #2

Verify the name and address information by entering a "5" and **<ENTER>** to display the name and address information. You may also do a "C" for cases to view the cases associated with this name.

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCF1DFK Select Party Name

Type options, press Enter.  
1=Select 2=Change 5=Display C=Cases

Name: RODMAN, R

Name	Gender	DOB	SSN
5 RODMAN, RANDY, WAYNE	M	5/23/1989	
RODMAN, SARAH, SUZANNE,	F	8/01/1957	
RODNEY, RARICK			
RODOCKER, GARY,			
RODOCKER, GARY,			
RODRIGUEZ, ROSARIO,			
RODRIGUEZ, ARTEMIO,	M	8/13/1984	+

F3=Exit F6=Create

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### Step #3

If the information is correct, **<F3>** to exit. If you need to change any information relating to this individual **<F3>** from this screen, then "2" and **<ENTER>**, make necessary changes, press **<ENTER>**, then **<F3>**. You will return to the **Select Party Name** screen.

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

Display Name 6/24/03

Name: ( 3295234 ) RODMAN, RANDY, WAYNE

Company: N Balance Due: .00

Gender: Male Race: White American Adoption Name:

SSN:

Date of Birth: 5/23/1989 Age: 14 Date of Death:

DLN: St:

Address: 1492 N. ALTA VISTA DR. Address Code: 3345563

City: BATTLE CREEK St: MI Zip: 48888

Phone: 269/969-5555 Ext: 0

Fax:

SIDH: NCICH:

Created: 6/13/03 @ 15:39:09 by MITTSJ37

Last Changed: @ 0:00:00 by

F3=Exit F11=Delete F13=Cmnd F16=Calc

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start No... A Qu... Wo... South 12:59 PM

continued →

## Data Entry for Select Juvenile Screen

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK Select Party Name

Type options, press Enter.  
1=Select 2=Change 5=Display C=Cases

Name: RODMAN, R

Name	Gender	DOB	SSN
1 RODMAN, RANDY, WAYNE	M	5/23/1989	
RODMAN, SARAH, SUZANNE,	F	8/01/1957	
RODNEY RARICK			
RODOCKER, GARY,			
RODOCKER, GARY,			
RODOCKER, GARY,			
RODRIGUEZ, ROSARIO,			
RODRIGUEZ, ARTEMIO,	M	8/13/1984	

F3=Exit F6=Create

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### Step #4

Select the juvenile on this case (petition) by placing a "1" next to the the juvenile's name and press **<ENTER>**. The **EDIT PARTY** screen will be returned.

### Step #5

Make any necessary modifications to the **Edit Party** screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **<ENTER>**. The Select Party screen will be returned.

MITTSJ37 UC1KE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

6/16/03

Crt: F 37 13  
Case: 2003 0300053502 DL  
REED Attorneys:  
Filed: 4/15/2003 Disposed: Reopened: Closed:

Name Nbr: 3295234 RODMAN, RANDY, WAYNE Filed Date: 4/15/2003  
Party: JUV 1 JUVENILE Offense Date: Party Cat:  
Public: P Family: Y Service Type:  
Auth Date: Auth Jurist: Petitioner:  
Current Address: 1492 N. ALTA VISTA DR. Address Code: 3345563

City: BATTLE CREEK St: MI Zip: 48888  
Phone: 269/969-5555 Ext: Gender: M DOB: 5/23/1989 Age:  
SSN: DLN: St:

Association Type: Attny: Appt/Ret: Notices: Y  
Cmt: OR Mult Alt Names:   
Alt Type: Name:

F3=Exit F10=Name F13=Cmts F23=Cancel Init

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### Step #6

When you have completed entry of the information pertaining to this case, press **<ENTER>** and the **Edit Juvenile** screen will be returned.

MITTSJ37 UC1KE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

6/16/03

Crt: F 37 13  
Case: 2003 0300053502 DL  
REED Attorneys:  
Filed: 4/15/2003 Disposed: Reopened: Closed:

Name Nbr: 3295234 RODMAN, RANDY, WAYNE Filed Date: 4/15/2003  
Party: JUV 1 JUVENILE Offense Date: 4/12/2003 Party Cat:  
Public: P Family: Y Service Type:  
Auth Date: Auth Jurist: Petitioner: BCCP  
Current Address: 1492 N. ALTA VISTA DR. Address Code: 3345563

City: BATTLE CREEK St: MI Zip: 48888  
Phone: 269/969-5555 Ext: Gender: M DOB: 5/23/1989 Age:  
SSN: DLN: St:

Association Type: Attny: 10119 ALLEN, JOHN M., Appt/Ret: A Notices: Y  
Cmt: OR Mult Alt Names:   
Alt Type: Name:

F3=Exit F10=Name F13=Cmts F23=Cancel Init

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## Edit Juvenile Screen

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Juvenile 6/16/03

Name: RODMAN, RANDY, WAYNE DOB 5/23/1989 Age: 14 Crt: F 37 13  
File Nbr: 2003 0000000535 Type: DL Petition #: 2 Family Nbr: 39153  
Worker: W 97099 BURCH, BEVERLY FIA Case: \_\_\_\_\_

School-Home: BCC Attending: BCC Grade: 9 Microfilm: \_\_\_\_\_  
Ins-Type: \_\_\_\_\_ Policy: \_\_\_\_\_ Group No: \_\_\_\_\_ Expire Date: \_\_\_\_\_  
Ins Service Code: \_\_\_\_\_ Medicaid ID: \_\_\_\_\_ Date: \_\_\_\_\_

STATUS: Open: 4/01/2003  
Close:  
Re-Opened:

CURFEW: Weekday: /Weekend:

Lgl Sts: Service Type: \*None  
Custody: NO with: Begin Date:  
Placement Type: End Date:

F3=Exit F10=Name F13=Cmnds F16=Calc

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start Qu... B C No... Ad... Wo... 10:16 AM

You may make any additions or changes to this screen.

**Please Note:** The family number has already been added as a result of creating the family file when the first case (petition) was created. Any parties that have a "Y" at family on the **Edit Party** screen have already been added to this case (petition). Do not add them to this case (petition). To determine who has been added to the family file, follow the following steps.

## Edit Juvenile ~ Family File

MITTSJ37 UCIEUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD806  
Edit Juvenile 6/24/03

Name: RODMAN, RANDY, WAYNE DOB 5/23/1989 Age: 14 Crt: F 37 13  
File Nbr: 2003 000000535 Type: DL Petition #: 2 Family Nbr: 39153  
Worker: W 97099 BURCH, BEVERLY FIA Case:

School-Home: BCC Attending: BCC Grade: 9 Microfilm:  
Ins-Type: Policy: Group No: Expire Date:  
Ins Service Code: Medicaid ID: Date:

STATUS: Open: 4/01/2003  
Close:  
Re-Opened:

CURFEW: Weekday: /Weekend:

Lgl Sts:  
Custody: NO with:  
Placement Type:

Service Type: \*None  
Begin Date:  
End Date:

F3=Exit F10=Name F13=Cmnds F16=Calc

### Step #1

<F4> prompt at **Family Nbr** field

### Step #2

Place a "5" next to the minor's name and press <ENTER>. The **Work with Family** screen will be returned.

MITTSJ37 UCPTDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD806  
Select the Juvenile's Family

Family Name  
RODMAN, RANDY, WAYNE

1=Select 2=Change 4=Delete 5=Display Entire Family

Family Name	Family Nbr
RODMAN, RANDY, WAYNE	39153
RODRIGUEZ, ARTEMIO,	27081
RODRIGUEZ, BECKY, ANN,	39019
RODRIGUEZ, EMMANUEL, E	36361
RODRIGUEZ, JACOB,	37717
RODRIGUEZ, MADISON,	37783
RODRIGUEZ, MARGARITA,	32478
RODRIGUEZ, REBECCA,	34826
RODRIGUEZ, TIMOTHY, WAYNE,	34173

F3=Exit F6=Create

### Step #3

These individuals will not need to be added to this case. Press <F3> two times to return to the **Edit Juvenile** screen.

MITTSJ37 UCNODFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD806  
Work with Family 6/24/03

Family Nbr: 39153 RODMAN, RANDY, WAYNE

Type options, press Enter.  
2=Change 4=Delete 5=Display

Family Member	Party Type	Case Type	Date Entered	Member Status
PETERSON, DARREL,	NF	DL	6/13/2003	A
RODMAN, RANDY, WAYNE	JUV	DL	6/13/2003	A
RUDDMAN, ANNA,	NM	DL	6/13/2003	A

F3=Exit F6=Create F10=Name F11=Delete Family F13=Cmnds F16=Calc

## Data Entry for Edit Juvenile, continued

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Juvenile 6/24/03

Name: RODMAN, RANDY, WAYNE DOB 5/23/1989 Age: 14 Crt: F 37 13  
File Nbr: 2003 0000000535 Type: DL Petition #: 2 Family Nbr: 39153  
Worker: W 97099 BURCH, BEVERLY FIA Case:

School-Home: BCC Attending: BCC Grade: 9 Microfilm:   
Ins-Type: Policy: Group No: Expire Date:   
Ins Service Code: Medicaid ID: Date:

STATUS: Open: 4/01/2003  
Close:   
Re-Opened:

CURFEW: Weekday: /Weekend:

Lgl Sts: Service Type: \*None  
Custody: NO with: Begin Date:   
Placement Type: End Date:

F3=Exit F10=Name F13=Cmnds F16=Calc

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start No... A B C QU... Wo... South 1:38 PM

After entering all pertinent information, press <ENTER> and the **Select Party Name** screen will be returned for processing.

## Data Entry for Select Party Name Screen

**NAME DOES NOT EXIST**

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK

Select Party Name

Type options, press Enter.  
1=Select 2=Change 5=Display C=Cases

Name: RODMAN, S

Name	Gender	DOB	SSN
RODNEY RARICK			
RODOCKER, GARY,			
RODOCKER, GARY,			
RODOCKER, GARY,			
RODRIGUEZ, ROSARIO,			
RODRIGUEZ, ARTEMIO,	M	8/13/1984	
RODRIGUEZ, ARTEMIO,			
RODRIGUEZ, BECKY, ANN,		10/11/1981	

F3=Exit F6=Create

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start

**Step #1**

Search for name by entering  
LASTNAME/FIRSTINITIAL and  
press <ENTER>

**Step #2**

Name is not on the name index  
then <F6> to create name.  
**Edit Name** screen will be  
returned.

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK

Select Party Name

Type options, press Enter.  
1=Select 2=Change 5=Display C=Cases

Name: RODMAN, S

Name	Gender	DOB	SSN
RODNEY RARICK			
RODOCKER, GARY,			
RODOCKER, GARY,			
RODOCKER, GARY,			
RODRIGUEZ, ROSARIO,			
RODRIGUEZ, ARTEMIO,	M	8/13/1984	
RODRIGUEZ, ARTEMIO,			
RODRIGUEZ, BECKY, ANN,		10/11/1981	

F3=Exit F6=Create

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start

**Step #3**

Enter all known information for  
this person, then press  
<ENTER>. The **Select Party**  
screen will be returned

MITTSJ37 UCC6E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

Edit Name 6/16/03

Name: RODMAN, SARAH, SUZANNE, Adoption Name: N

Company: N

Gender: E Race: WA

SSN: 08011957 Date of Death:

DLN:  St:

Address: 3287 SOUTH LYONS ROAD

City: FLINT St: MI Zip: 48500

Phone:  Ext:

Fax:

SID#:  NCIC#:

F3=Exit F10=Name F13=Cmnds F16=Calc

Connected to remote server/host OSMANS using port 23

start



## Data Entry for Select Party Name Screen

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK Select Party Name

Type options, press Enter.  
1=Select 2=Change 5=Display C=Cases

Name: RODMAN,S

Name	Gender	DOB	SSN
1 <input checked="" type="checkbox"/> RODMAN, SARAH, SUZANNE,	F	8/01/1957	
<input type="checkbox"/> RODNEY RARICK,			
<input type="checkbox"/> RODDOCKER, GARY,			
<input type="checkbox"/> RODDOCKER, GARY,			
<input type="checkbox"/> RODDOCKER, GARY,			
<input type="checkbox"/> RODRIGUEZ, ROSARIO,			
<input type="checkbox"/> RODRIGUEZ, ARTEMIO,	M	8/13/1984	
<input type="checkbox"/> RODRIGUEZ, ARTEMIO,			

F3=Exit F6=Create

### Step #4

Select the name by placing a "1" next to the party's name and press **<ENTER>**. The **EDIT PARTY** screen will be returned

### Step #5

Make any necessary modifications to the screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **<ENTER>**. The **Select Party** screen will be returned.

MITTSJ37 UC1KE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

Edit Party

Crt: F 37 13  
Case: 2003 0300053502 DL RANDY RODMAN  
Attorneys: ALLEN  
Filed: 4/15/2003 Disposed: Reopened: Closed: Open

Name Nbr: 3295238 RODMAN, SARAH, SUZANNE  
Party: ANI 1  
Public: P Family: Y  
Auth Date: Offense Date: Filed Date: 04152003  
Current Address: Auth Jurist: Service Type: Party Cat:  
City: St: Zip: 3345576  
Phone: SSN: Ext: DLN: Gender: F DOB: Age:  
Association Type: Attny: Appt/Ret: Notices:  
Cmt: OR Mult Alt Names:  
Alt Type: Name: F3=Exit F10=Name F13=Cmts F23=Cancel Init

### Step #6

This party has successfully been added to the juvenile's case (petition)

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK Select Party Name

Type options, press Enter.  
1=Select 2=Change 5=Display C=Cases

Name:

Name	Gender	DOB	SSN
1 <input checked="" type="checkbox"/> RODMAN, SARAH, SUZANNE,	F	8/01/1957	
<input type="checkbox"/> RODNEY RARICK,			
<input type="checkbox"/> RODDOCKER, GARY,			
<input type="checkbox"/> RODDOCKER, GARY,			
<input type="checkbox"/> RODDOCKER, GARY,			
<input type="checkbox"/> RODRIGUEZ, ROSARIO,			
<input type="checkbox"/> RODRIGUEZ, ARTEMIO,	M	8/13/1984	
<input type="checkbox"/> RODRIGUEZ, ARTEMIO,			

F3=Exit F6=Create

**REMEMBER** - Parties created at the **Edit Party** screen with a "Y" for Family (e.g. natural mother (NM), natural father (NF)), are **automatically** added to this case. You **DO NOT** need to select them for any other cases (petitions) on this file.

## Data Entry for Select Party Name Screen

**NAME EXISTS**

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK Select Party Name

Type options, press Enter.  
1=Select 2=Change 5=Display C=Cases

Name: CARTER, HU

Name	Gender	DOB	SSN
CARTER, HUBERT, LEE		7/24/1937	
CARTER, IRENE, R.			
CARTER, IVAN			
CARTER, JACOB, EDWARD		3/09/1992	
CARTER, JACQUELINE,			
CARTER, JALEN, SHAN		10/23/1993	
CARTER, JAMES,			
CARTER, JAMES,		10/24/1958	

F3=Exit F6=Create

### Step #1

Search for name by entering LASTNAME/FIRSTINITIAL and press <ENTER>. The name is already on the Name Index.

### Step #2

Verify the name and address information by entering a "5" and <ENTER> to display the name and address information. You may also do a "C" for cases to view the cases associated with this name.

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK Select Party Name

Type options, press Enter.  
1=Select 2=Change 5=Display C=Cases

Name: CARTER, HU

Name	Gender	DOB	SSN
5 CARTER, HUBERT, LEE		7/24/1937	
CARTER, IRENE, R.			
CARTER, IVAN			
CARTER, JACOB, EDWARD		3/09/1992	
CARTER, JACQUELINE,			
CARTER, JALEN, SHAN		10/23/1993	
CARTER, JAMES,			
CARTER, JAMES,		10/24/1958	

F3=Exit F6=Create

### Step #3

If the information is correct, <F3> to exit. If you need to change any information relating to this individual <F3> from this screen, then "2" and <ENTER>, make necessary changes, press <ENTER>, then <F3>. You will return to the **Select Party Name** screen.

MITTSJ37 UCM9D1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

Display Name 6/24/03

Name: ( 2692035 ) CARTER, HUBERT, LEE

Company: N Balance Due: .00

Gender: Race: Adoption Name:

SSN: Date of Birth: 7/24/1937 Age: 65 Date of Death:

DLN: St:

Address: Address Code: 2742360

City: St: Zip:

Phone: Ext: 0

Fax:

SIDH: NCICH:

Created: 4/24/03 @ 4:35:45 by STOLLR

Last Changed: @ 0:00:00 by

F3=Exit F11=Delete F13=Cmnds F16=Calc

continued →

## Data Entry for Select Party Name Screen

### Step #4

Select the party to be added to the case by placing a "1" next to the name and press **<ENTER>**. The **EDIT PARTY** screen will be returned.

### Step #5

Make any necessary modifications to the **Edit Party** screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **<ENTER>**. The Select Party screen will be returned.

#### REMEMBER

You can **<F4>** prompt on certain fields to make your selections

### Step #6

This party has successfully been added to the juvenile's case (petition)

Continue adding parties to the petition by following the previous steps. When you have completed the data entry for all parties for this case, press **<F3>** from the **Select Party** screen. The **Edit Charge** screen will be returned.

## Data Entry for Edit Charge

MITTSJ37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Charge 6/16/03

Crt: F 37 13  
Case: 2003 0300053502 DL RANDY RODMAN REED Attorneys: ALLEN  
Filed: 4/15/2003 Disposed: Reopened: Closed:

Count: 1 Prosecutor Count: \_\_\_\_

Charge A/S/C  
Original: \_\_\_\_\_  
Current: \_\_\_\_\_  
Notice: \_\_\_\_\_

Speed: \_\_\_\_ Allowed: \_\_\_\_ SOS Code: \_\_\_\_ Effective Date: \_\_\_\_\_

Cmt: \_\_\_\_\_

F3=Exit F10=Name F13=Cmnds F16=Calc F23=Cancel Init

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Enter the charges as they pertain to this case (petition).

MITTSJ37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Charge

Crt: F 37 13  
Case: 2003 0300053502 DL RANDY RODMAN REED Attorneys: ALLEN  
Filed: 4/15/2003 Disposed: Reopened: Closed:

Count: 1 Prosecutor Count: \_\_\_\_

Charge A/S/C  
Original: \_\_\_\_\_  
Current: 750414  
Notice: \_\_\_\_\_

Speed: \_\_\_\_ Allowed: \_\_\_\_ SOS Code: \_\_\_\_ Effective Date: \_\_\_\_\_

Cmt: \_\_\_\_\_

F3=Exit F10=Name F13=Cmnds F16=Calc F23=Cancel Init

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**REMEMBER**  
You can <F4> prompt to select the PACC code

Press **<ENTER>** after entry of each charge. When you have completed the entry of all charges pertaining to this case (petition), do an **<F3>** and the Edit Event screen will be returned.

## Data Entry for Edit Event Screen

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Event 6/16/03

Crt: F 37 13 Bond: Auth: Open  
Case: 2003 0300053502 DL GKR RANDY RODMAN  
Atty: ALLEN Worker: BURCH CVA ABS  
File: 4/15/2003 Dispose: Reopen: Close:

Evt: \_\_\_ Dte: 6/16/2003 Plea: \_\_\_ Dsp: \_\_\_ Pgm/Rslt: \_\_\_ Monetary: \_\_\_  
Pty: JUV 1 Cnt: \_\_\_ Attny: \_\_\_ Jur: \_\_\_ Due Dte: \_\_\_  
Cmt: \_\_\_  
Form: \_\_\_ Register: \_\_\_ Receipt: \_\_\_ Amount: \_\_\_

Legal Status: \_\_\_ Curfew Time: Weekday: \_\_\_ /Weekend: \_\_\_  
Placement: Type: \_\_\_ Custody: N Begin: \_\_\_ End: \_\_\_  
Facility: \_\_\_ Spec Rate: \_\_\_ Pty: \_\_\_ No Charge: \_\_\_

Schedule Next Action:  
Next: \_\_\_ Date: \_\_\_ Time: \_\_\_ Jur: \_\_\_ Ctrm: \_\_\_  
Cmt: \_\_\_

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds

Connected to remote server/host O5MLANS using port 23 \\SCAO\1N65QLS on Ne03:  
start Qu... A B C No... Ad... Wo... 1:50 PM

Enter each event as it pertains to this case (petition). When you have completed with the entry of events press <F3> and the **Work with Events** screen will be displayed.

MITTSJ37 UCF2DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Work with Events 6/16/03

Next: \_\_\_ Case: 2003 0300053502 Court: F 37 13  
DL RANDY RODMAN Open  
Attorneys: ALLEN  
REED Filed: 4/15/2003 Disposed: Reopened:

Type options, press Enter.  
2=Change 4=Delete 5=Display F=Form M=Monetary P=Program/Results S=Sentence

Date:	Evt#	Event	Cnt	Pty	Attny	Jurist	Receipt	Amount
4/17/2003	4	NOH		JUV	1	27878		.00
Nxt: PRH 5/05/2003 2:00 P Rm#: 133								
4/15/2003	3	PET		JUV	1	27878		.00
4/15/2003	2	PLR		JUV	1	27878		.00

+  
F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F17=Top F18=Bottom F21=Print  
Record added.

Connected to remote server/host O5MLANS using port 23 \\SCAO\1N65QLS on Ne03:  
start Qu... A B C No... Ad... Wo... 1:54 PM